



LIGHTHOUSE ACADEMIES POSITION DESCRIPTION

We prepare our students for college through a rigorous arts-infused program.

VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and life long learning. The impact of our collaborative efforts will fundamentally change public education.

CORE VALUES

Work hard. Get smart.
Graduate from college.

High expectations
equal results.

Nothing less
than excellence.

Today is the day
we make it happen.

Title: **College Preparation and Transition Coordinator**

Reports To: **Principal**

Location: **Indianapolis Lighthouse Charter School** (*Indianapolis, IN*)

ESSENTIAL QUALITIES

With the opening of our first high schools in August, 2009 Lighthouse Academies (LHA) will welcome 50 ninth grade students to each college preparatory academy and grow one grade each year. We are seeking a full-time entrepreneurial College Preparation and Transition Coordinator (CPTC) who is dedicated to achieve a 100 percent acceptance rate to four-year colleges and universities for our graduating classes. The CPTC helps transform teenagers' lives by creating opportunities for a brighter future. We are seeking a CPTC who will make the commitment to lead with determination, integrity and purpose, embodying these essential qualities:

- Past experiences and actions reflect a commitment to the LHA mission, vision, core values
- A passion and ability to build and sustain the LHA K-12 model in a high need, urban environment
- Work demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with LHA network, community, staff, families and students

ESSENTIAL FUNCTIONS

A Lighthouse Academy College Preparation and Transition Coordinator works to create and enhance a college focused culture of achievement and respect where high expectations and results are the norm. The CPTC is responsible for developing, coordinating and implementing all aspects of the college search, admissions and alumni support processes. The CPTC's actions must always be aligned with our mission, vision, core values and education program. The essential functions for the CPTC are as follows:

COLLEGE AWARENES & SCHOOL CULTURE

- Create and execute educational programs and materials for students, parents and teachers regarding the college application process.
- Educate students, staff and parents in the K-12 Lighthouse Academies community about colleges, the college admissions process, trends, procedures and testing.
- Meet with students, individually and in groups, to talk about the admissions process, individual college choices and high school curricular choices.
- Compile an annual school profile and collaborate with the office manager to maintain student records including grade point averages and transcripts.
- Teach and facilitate an advisory class of approximately 15 students that focuses on 1) non-academic college prep, 2) student progress case management and 3) direct connection and communication with advisees' families.
- Serve as the Advanced Placement coordinator and help administer AP exams.
- Teach students and staff about ACT and college entrance exams.
- Lead workshops for family members and students regarding the college admissions and financial aid processes.
- Collaborate with other CPTCs and the LHA education team to refine and implement advisory class curriculum as it relates to college admission and preparation for the ACT.

- Collaborate with English and advisory teachers to support the development of student essays for college applications.
- Create and execute professional development opportunities for staff to build their capacity to support college preparation and admissions processes.
- Coordinate at least four college visits for students each year.
- Coordinate, schedule and arrange guest speakers from local organizations and colleges to present at CPA.

COLLEGE PARTNERSHIPS

- Develop relationships with and serve as a liaison to college admissions offices.
- Facilitate meetings between college admissions representatives and our students.
- Support the CPA principal and staff to identify community resources (tutors, after school programs) that will support academic enrichment opportunities.
- Support the CPA principal and staff to implement a community-based internship program for juniors and seniors.

COLLEGE TRANSITION

- Advise students and families as they go through the college application process.
- Coordinate the letter of recommendation process for each senior and/or students who are applying for grants and scholarships.
- Develop and oversee system of tracking applications, acceptances, etc.
- Develop and oversee support systems, alumni networking and data collection for CPA graduates

PROFESSIONALISM

- Collaborate with colleagues to continuously improve personal practice, classroom instruction, assessment, and student achievement, as well as the overall goals and mission of the school and the network.
- Attend the week-long summertime conference for the entire LHA network.
- Participate in a summertime professional development institute before the opening of school.
- Access meaningful learning experiences and exercises judgment in accepting findings as valid for application in classroom practice and teacher improvement.
- Reflect critically upon the college coordination experience; identify areas for further professional development as part of a professional development plan that is linked to grade level, school, and network goals; access meaningful learning experiences; and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to update Individual Talent Development Plan.
- Fulfill all outlined and related functions professionally, timely and thoroughly.
- Complete any other tasks or duties as assigned by the principal

MINIMUM QUALIFICATIONS

EDUCATION: Master's Degree in Education

EXPERIENCE, KNOWLEDGE & SKILLS:

- A minimum of two (2) years prior teaching and/or college counseling experience working in an innovative, urban educational program
- Required state teaching certification/licensure; Highly Qualified status under *No Child Left Behind*
- Proven track record of preparing students to be successful applicants to and succeed in college
- Ability to turn best practices into high quality, goal-driven results
- Highly effective writing, oral and interpersonal skills to communicate with a varied audience
- Proven track record of leveraging community resources for schools
- Proven track record of developing and implementing systems for successful college application and alumni support processes
- Experience using technology (Word, Excel, Access, PowerPoint and Outlook)

HUMAN RESOURCE INFORMATION

EVALUATION: Goal-based evaluation two times per year by Principal

EMPLOYMENT AND BENEFITS: Per company policy

CLASSIFICATION: Full-time, Administrative, and Exempt

APPLICATION INSTRUCTIONS

All applicants must apply through the “Careers” section of our website at www.lighthouse-academies.org/careers.htm in order to be considered.

To formally apply, you must submit a one-page cover letter and a current resume. Please address cover letter to Ryan Gall, Principal. When prompted in the system, please opt to upload your cover letter and resume. Your cover letter and resume need to be saved as one single document (please page break between the cover letter and resume). Once you have submitted your application through our on-line system, it is emailed immediately to Mr. Gall for review. If he is interested in pursuing your application, he will contact you to set up a phone interview.

Questions about the application process? Please contact Matthew Gallup, Executive Recruiter at mgallup@lighthouse-academies.org.